



Job Announcement

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Opening Date:	June 19, 2009	Closing Date:	July 6, 2009
Job Title:	Paternity Assistant	Position Type:	Regular Full Time
PIN:	059986, 059996	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Entry Salary:	J06 \$28,703 - \$34,010 (Depending on Qualifications)
Financial Disclosure:	No		

Regular state employees subject to promotion/demotion policy

Essential Functions: Works in all areas of the Paternity Department. Processes and maintains paternity and civil case files by reviewing pleadings, typing appropriate docket entries to the automated data base, forwarding true test copies to all parties and filing case pleadings into case folders. Schedules court hearing dates. Ensures case files are delivered to court rooms prior to hearings. Assists the public and attorneys by providing information about the status of cases or about the Clerk's office procedures both at the counter and by telephone. Prepares summonses and other writes; indexes new cases; maintains daily and monthly statistics of work performed. Collects bails and processes appropriate paperwork for releases. Serves as a cashier as needed.

Education: High School Diploma or GED.

Experience: Minimum of one year of related experience.

Preferred: Previous legal experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to learn and apply job-related terminology, policies, procedures, regulations and laws and to define problems, collect data, establish facts, record data, appropriately complete forms and provide information to customers. Ability to interpret comments and notations and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to operate a cash register and have math skills necessary to calculate fees. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications or resumes sent to any other address.

Circuit Court for Baltimore City
Room 412 Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: Frank M. Conaway, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.